



| Institutional Handbook of Operating Procedures Policy 03.01.03 | |
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| Section: Human Resources | Responsible Vice President: Vice President and Chief Human Resources Officer |
| Subject: Benefits | Responsible Entity: Human Resources |

I. Title

Remote Work

II. Policy

Remote work may be used as an alternative method of meeting The University of Texas Medical Branch at Galveston's ("UTMB") workforce needs. This remote work policy applies to employees whose primary worksite is a remote location, and to anyone whose regular work schedule includes performance of a portion of their duties at a remote location.

Employees requesting to work remotely must complete a [Remote Working Request and Agreement](#). This form is initiated by employees and approved by their supervisor and next level supervisor.

Remote work does not change the employee's terms and conditions of employment, salary, job responsibilities, or benefits, including but not limited to FMLA, paid breaks, and lactation.

UTMB has the right to refuse to make remote work available to an employee and to terminate a remote work agreement at any time by giving a 30-day notice, when possible.

III. Procedure

A. Approval Process

1. A written justification of "business need" or condition shall be made to the respective department head. A justification based on an employee requesting a remote work arrangement is not a sufficient "business reason."
2. Approval by the department heads for remote work arrangements should be made on a case-by-case basis.
3. Approvals should be based on the position's duties and responsibilities, as well as the employee's record of performance and other factors, each independent of one another.
4. Remote work agreements are required if an employee works one or more days a week at a remote location on a regular basis.
5. Proposed remote work agreements involving non-exempt, out-of-state, or international employees should be discussed with Human Resources Employee Relations and Payroll Services before approval, as there may be possible tax implications and require additional approval.
6. Proposed remote work agreements related to a medical accommodation should be discussed with the Institutional Americans with Disabilities (ADA) Officer before approval.
7. Proposed remote work agreements involving employees who will be performing work that

requires export control clearance should discuss with the UTMB Office of Technology Transfer before approval.

8. The approval of an employee's remote work arrangement does not mean that another employee who later may fill that same position will be automatically authorized to participate in a remote work arrangement.

B. Teleworking Conditions of Employment

1. Each remote worker must sign a formal remote work agreement and have a formal work schedule defining standard hours of work in which the employee's duties and responsibilities are to be performed. The same UTMB policies and procedures must be followed regarding starting work times, lunches, breaks, and ending work times.
2. Management reserves the right to visit the employee's alternate work location and will be confined to the worksite only. Managers and supervisors must have the employee's permission to enter the employee's home or work location. Refusal of permission to examine the employee's worksite, after notice from UTMB, may be grounds to terminate the remote work agreement.
3. All Information Resources (IR) used in the performance of a remote worker's assigned job duties must meet UTMB's minimum IR security standards. Additionally, individual departments may require remote workers to use UTMB-owned computers, configured by Information Services for the employee's specific job duties. University equipment used in a remote work arrangement shall be inventoried by the respective department and signed for by the remote work employee.
4. Remote work is not a substitute for dependent child or elder care. Children must be under the care of an individual other than the employee while the employee is working at home. The remote worker is expected to set up and maintain their remote work location in a safe, unobstructed, and clean fashion. The employee should follow basic safety precautions such as: avoiding obstructions in the work area; eliminating trip and fall hazards; ensuring proper lighting, ventilation, and furniture; and setting up the work site in an ergonomically correct fashion.

UTMB will not be responsible for operating costs, home maintenance, or any other incidental costs (e.g., utilities, telephone, insurance) associated with the use of the employee's residence for remote work, unless specifically provided otherwise in advance in writing by the head of the employee's department.

5. The remote worker, as an employee of UTMB, is provided Workers Compensation coverage and protection for work-related accidents or illnesses, as long as the accident or illness occurs within the employee's scope of the remote work agreement. Injured employees must notify their supervisor immediately and complete all requested documents regarding any injury.
6. Management reserves the right to end the remote work arrangement at any time. Under most circumstances, a reasonable notice period should be provided.
7. The remote work agreement is not a contract for employment, and the employee's status of employment shall not be changed by the remote work agreement.
8. Remote workers may be required to come onsite to a UTMB campus to attend meetings and

perform work at any time. When required to be onsite, remote workers are not eligible for travel reimbursement, including those employees that may reside out of state.

C. Equipment & Supplies

1. An employee will describe and present to the supervisor a request for office equipment, hardware, software, communication needs and office supplies needed to participate in working from a remote work location. The supervisor will review the request for approval for purchase reimbursement, or equipment loan. UTMB will not reimburse the employee for any costs not pre-approved by the supervisor. Purchases or reimbursement shall be provided in accordance with applicable UTMB policies.
2. All UTMB equipment approved for purchase or loan will be inventoried and remain the property of UTMB.
3. In general, employees who have office furniture at their regularly assigned place of employment will not be reimbursed or authorized to purchase furniture for their remote location.
4. UTMB will not reimburse employees for out-of-pocket expenses for materials and supplies that are reasonably available and that could be obtained by employees at the regularly assigned place of employment.
5. Only UTMB approved software shall be used for connecting with the UTMB's network from the remote work location. Employees who are participating in remote work shall run UTMB prescribed anti-virus software at all times and follow all UTMB information security rules, copyright laws and manufacturers' licensing agreements.
6. UTMB equipment located at the remote work location is subject to all policies and restrictions related to use of state-owned property. Participating employees are responsible for any equipment and software that is used at the remote work location and accept financial responsibility for any equipment that is lost, stolen or damaged because of the employee's negligence, misuse or abuse.

D. Management Responsibilities

1. Ensure complete and approved remote agreements are in place before employees begin working remotely.
2. Establish a sound communication plan with the remote worker to include:
 - a. Periodic scheduling of supervisor/employee meetings
 - b. Attendance at regular employer-sponsored staff meetings
 - c. Notification of office events
 - d. Periodic performance reviews that measure results.
3. Establish with the remote worker the place of work in the home that is principally used to perform the employee's required work.
4. Establish a process of submitting hours worked.
5. Remote work agreements should be maintained in department files in accordance with institutional records retention requirements and a copy sent to Human Resources Employee Records.

E. Employee Responsibilities

1. The remote worker is solely responsible for entering into an agreement with their supervisor that details the remote work agreement's duration, work hours, location, pay and attendance policies, leave policy, equipment issues, liability and reimbursement policy, safety and workers' compensation issues, performance expectations and evaluations, and records. The employee may not start work before the remote work agreement is approved.
2. The remote worker agrees to assume complete responsibility for safeguarding all UTMB-owned equipment which is provided for the work location. UTMB-provided equipment for the home is not an entitlement and will vary, based on the particular job.
3. The remote worker agrees not to use, or allow usage by non-UTMB employees, of any UTMB-owned equipment for non-UTMB use.
4. The remote worker is responsible for the safekeeping of any confidential materials, so that said confidentiality is not breached.
5. As per IHOP policy 09.02.06, original medical records may not be removed from UTMB property.
6. The remote worker, as a pre-condition to working at home, must establish a place of work (dedicated work space) in the home that is principally used for the performance of their work.
7. The employee must return all UTMB-owned property, including documents and records, within two weeks at the request of their supervisor.

F. Time and Leave

1. The amount of time an employee is expected to work will not change due to working remotely.
2. Pursuant to Section 659.018 of the Texas Government Code, UTMB employees may only accumulate state compensatory time for work performed at the employee's remote location if the employee obtains prior approval by the president of UTMB or their designee.
3. In accordance with established policies, employees must obtain supervisory approval before taking any type of leave.
4. All time and leave records must be maintained by departments for remote workers as they are for on-site employees.

IV. Relevant Federal and State Statutes

[Texas Government Code, Sec. 659.018](#)

V. Related UTMB Policies and Procedures

[IHOP – 03.01.07 – Work Schedules and Work Week](#)

[IHOP – 03.04.05 – Overtime](#)

[IHOP – 03.04.08 – Compensation Practices for Non-Exempt Employees](#)

[IHOP – 04.01.04 – Time and Attendance Reporting](#)

[IHOP – 09.02.06 – Medical Record Access](#)

VI. Dates Approved or Amended

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| <i>Originated: 02/26/2001</i> | |
| <i>Reviewed with Changes</i> | <i>Reviewed without Changes</i> |
| 08/01/2008 | |
| 06/03/2021 | |
| 08/27/2025 | |

VII. **Contact Information**

Human Resources, Employee Relations

409 772-8696